

**DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS EUROPE DISTRICT  
HUMAN RESOURCES OFFICE  
APO AE 09096**

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO: E-16-98**

**OPENING DATE: 03 JUNE 1998**

**CLOSING DATE: 16 JUNE 1998**

**POSITION: CIVIL ENGINEERING TECHNICIAN, GS-802-9**

**SALARY: \$30,257 - \$39,338 PER ANNUM**

**LOCATION: U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, INSTALLATION  
SUPPORT BRANCH, WIESBADEN, GERMANY**

**POINT OF CONTACT: EFFIE WOODRUFF, DSN 336-2715 OR COMMERCIAL 0611-816-2715**

**AREA OF CONSIDERATION: ALL U.S. CITIZEN CIVILIANS IN THE WIESBADEN  
COMMUTING AREA.**

**SUMMARY OF DUTIES:** Responsible for providing advice, technical expertise, and assistance in the execution of construction activities for a wide range of military construction projects under Job Order Contracting (JOC). Provides technical assistance in review of plans, specifications, and designs to determine site compatibility, anticipate problems, and correct technical deficiencies prior to issuance of Task Orders. Reviews construction phases to ensure compliance with contract schedules, specifications, designs, and shop drawing. Identifies actual or potential problems, and determines necessity for changes or remedial action. Reviews contractor's receipts of materials and equipment procured by contractor's purchase orders. Prepares plans, specifications, and cost estimates for renovation of existing building and site facilities using the computerized JOB Price Book. Visits job sites with the customers to ascertain that project requirements are compatible with the project approval document. Prepares draft Scope of Work (SOW) based on customer's request. Determines details of the required work with the customer in order to ensure finished project is complete and usable. Schedules Site Visits with the JOB contractor to discuss and to ensure that the contractor completely understands the Scope of Work. Prepares Request for Proposal (RFP) letter to contractor including final Scope of Work. Performs other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS:** One (1) year of specialized experience which is at least equivalent to GS-8 in the Federal service. Specialized experience is defined as experience in the occupation of the position to be filled, in a related occupation, or in one of the specialized areas within that occupation which has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position.

**SUPPLEMENTAL EXPERIENCE STATEMENT:** It is mandatory that the applicant address the knowledge, skills, and abilities (KSA's) which are listed below. Applicants are encouraged to use separate sheet of plain paper to describe their experience, education, and training which demonstrates possession of the knowledge, skills, and abilities required for successful performance of the duties of this position. The applicant's supplemental experience statement is not used to determine minimum qualification requirements.

1. Knowledge of construction operations, methods, and practices.
2. Knowledge of technical engineering methods and practices.
3. Ability to communicate effectively, both orally and in writing, with contractors, designers, etc.
4. Ability to effectively use Windows-based database, spreadsheet and word processing computer software.

**REPROMOTION CONSIDERATION:** DOD candidates who have been demoted from this or a higher grade without personal cause will be given consideration for repromotion to position. Candidate who believe they are entitled to such consideration should forward a description of the circumstances with their application. Consideration of candidates for repromotion will precede efforts to fill the position by competitive procedures.

All MALE applicants born after December 31, 1959 who are between the ages of 18 and 26 are required to complete a certification document to confirm their Selective Service registration status. If this applicable to you, please contact this office for appropriate form.

**HOW TO APPLY:** Submit the following to the address below:

(1) SF 171, APPLICATION FOR FEDERAL EMPLOYMENT; OF 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; or a resume or written format of your choice. If you submit a resume or optional format, you must ensure that the information required in OF 510, APPLYING FOR A FEDERAL JOB, is provided. Contact your servicing Human Resources Office for a copy of OF 510.

(2) On plain paper, please describe any training, education, work experience, or other activities which demonstrate the degree to which you possess each KSA. Please sign and date each supplemental sheet. Providing this information is mandatory. Failure to provide will result in no further consideration.

(3) SUPERVISORY EVALUATION JOB RELATED FACTORS: This form is designed to elicit specific rating from your supervisor on the highly qualifying criteria. You MUST submit this appraisal in order to be considered. Exceptions will be made for applicants not currently employed or applicants who do not have a supervisor available to complete a rating. In such cases, applicants MUST submit an explanation for the lack of an appraisal.

(4) OPM Form 79-2, (Background Survey Questionnaire) You are requested to complete and submit this form with your application. Completion is voluntary, and personnel selections are not made based on this information.

(5) SF-50, Notification of Personnel Action, if you are not employed by this activity. This is used as proof of status of current or last appointment and MUST be submitted.

(6) Most recent annual Employee Performance Appraisal.

**EQUAL EMPLOYMENT OPPORTUNITY:** Evaluation of qualifications and consideration for placement will be made on a fair and equitable basis without regard to race, religion, color, lawful political or other affiliation, marital status, sex, age, national origin or physical handicap provided such handicap does not preclude performance of required duties.

**PRIVACY ACT REQUIREMENTS (P.L. 93-579):** The forms referenced in this announcement are used to determine candidates' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361. The social security number is not required for this purpose and may be deleted from the form.

**SUBMIT APPLICATION TO THE HUMAN RESOURCES OFFICE, U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, ROOM 700, AMELIA EARHART OFFICE CENTER, KONRAD ADENAUER RING 39, WIESBADEN, GERMANY, IN SUFFICIENT TIME TO REACH THIS OFFICE NO LATER THAN CLOSING DATE OF THIS ANNOUNCEMENT.**

**SUPERVISORY EVALUATION JOB RELATED FACTORS**

**SUBMISSION OF THE SUPERVISORY EVALUATION OF JOB/RELATED FACTORS IS REQUIRED FOR CURRENT FEDERAL EMPLOYEES APPLYING FOR PROMOTION OPPORTUNITY. (Employees who have relocated and cannot meet this requirement must indicate so below.)**

**METHOD OF EVALUATION:** Applicants first will be evaluated to assure that they meet minimum qualifications eligibility requirements established by OPM, and that they satisfy any selective factors or conditions of employment required in the job. Applicants who meet all the requirements will be evaluated further in terms of job related knowledge, skills, and abilities, to determine the best qualified candidates for referral to the selecting supervisor.

**PLEASE CIRCLE APPROPRIATE NUMBER TO INDICATE LEVEL OF PERFORMANCE**

**4 = Superior   3 = Highly Successful   2 = Fully Successful   1 = Marginal   0 = Unable to Appraise**

**EVALUATION FACTORS:**

**LEVEL OF PERFORMANCE:**

<b>1. Knowledge of construction operations, methods, And practices.</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2. Knowledge of technical engineering methods And practices.</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>3. Ability to communicate effectively, both orally And in writing, with contractors, designers, etc.</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>4. Ability to effectively use Windows-based data- Base, spreadsheet and word processing computer Software.</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

\_\_\_\_\_  
**SUPERVISOR'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**I CERTIFY THAT MY MOST RECENT PERFORMANCE APPRAISAL IS AT LEAST SUCCESSFUL.**

\_\_\_\_\_  
**APPLICANT'S PRINTED NAME**

**AND**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**